



DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND

UPDATED

9 March 2004

**MEMORANDUM FOR UNIT TRAINING and BASE TRAINING MANAGERS and
EDUCATION SUPPORT PERSONNEL**

FROM: Air University Registrar/AFIADL Student Administration
60 Shumacher Ave
Maxwell AFB AL 36112-6337

SUBJECT: Procedures for Processing AFIADL Transactions through MILPDS/PCIII

1. In accordance with AFI 36-2201V4, 23 October 2002, paragraphs 2.9, 2.10, and 2.11, Base Training and Education Support personnel and Unit Training Managers will process through the Military Personnel Data System (MILPDS) the following AFIADL transactions for active duty Air Force, Air National Guard and Air Force Reserve personnel:

Enlisted:

- Enrollment Requests
- Address Changes
- Rank Changes
- Test Control Facility Changes
- Course Exam Requests (initial course exam)
- Extension Requests (exception Course 00012)
- Cancellation Requests (SR code only; AE must be requested via Form 17)

Officer:

- Enrollment Requests
- Address Changes
- Test Control Facility Changes

2. For assistance with any problems encountered when processing transactions through PCIII and MILPDS, contact your Personnel Systems Manager (PSM). The PSM should contact the Technical Assistance Center (TAC). The TAC will provide a heat/trouble ticket number to the PSM. Transaction requests for active duty Air Force, Air National Guard and Air Reserve personnel received at AFIADL and the AU Registrar's office without a trouble ticket number will not be processed.

3. If you have questions about this procedure and the student is currently enrolled, please contact the AFIADL Student Administration Branch at AFIADL via the email at studentadminbranch@maxwell.af.mil. Please contact the AU Registrar's office for questions concerning enrollment processing and course completions via the email at AU/CFRR@maxwell.af.mil.